

**Job Title:** Public Works Director

**Department:** Public Works

**Reports To:** City Administrator

**Grade:** 29

**Range:** \$95,675 – \$138,727

**Position Summary:** Performs complex, supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department including street, storm sewer, snow removal and de-icing, fleet management, traffic control, streetlights, park maintenance, and other public works projects and programs. Recommends and administers capital improvement programs and projects.

**Examples of Work (Essential Functions):**

- Supervises division managers and department support staff, either directly or through subordinates.
- Performs administrative and project management duties, record keeping; plans policy and procedure development, implementation, and public information as needed.
- Issues written and oral instructions.
- Resolves errors and complaints.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Oversees work procedures, oversees preparation of work schedules, and expedites workflow.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork and resolves grievances.
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.
- Prepares grant applications or other intergovernmental funding programs (such as CARS, SMAC, STP and FEMA). Manages grants, assures grant requirement compliance, monitors wage compliance and other grant related requirements.
- Coordinates the selection of design professionals for public projects, monitors design contracts, reviews preliminary design plans and construction contract documents. Coordinates the issuance of Requests for Proposals (RFP), invitations to bid, bid openings, and construction contract awards.
- Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including transportation, street, stormwater, drainage, lights, and park maintenance.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal Agencies, professional and technical groups, and the general public regarding division activities and services.
- Oversees or manages various City construction projects, including outside consultants and vendors hired to complete projects.
- Monitors inter-governmental actions affecting public works.

- Supervises construction projects, monitors the progress of construction, serves as liaison with retained design professionals, reviews change orders, approves pay requests and monitors corresponding budgets.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.
- Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates and oversees the development or update of the City's 5-year Capital Improvement Program and other plans involving municipal infrastructure, including preparing and monitoring schedules and providing periodic reports.
- Prepares budgets and documents requests and administers expenditures in accordance with the adopted budget.
- Prepares composite reports from individual reports of subordinates.
- Oversees public works participation in emergency management with Police department.
- Provides periodic correspondence to neighborhoods and affected property owners prior to and during construction projects or other department programs or services.
- Represents City on various local and state committees regarding any of the following: flood control, transportation projects, and environmental issues.
- Reviews legal descriptions and seeks required temporary or permanent easements.
- Maintains NPDES permit including preparation of all required documentation and ensures compliance with permit standards.
- Performs all other related tasks as required.

**Examples of Work (Marginal Functions):**

None.

**Certificate, License:** Valid driver's license. American Public Works Association, member preferred or within six months of hire.

**Required Education and/or Experience:**

At least 5 years of progressively responsible public works experience; graduation from an accredited 4-year college or university with a degree in business, public administration, civil engineering, or closely related field; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Six to ten years related experience and/or training; and a Master's degree or equivalent; or equivalent combination of education and experience. Professional engineer (PE) certification.

**Abilities, Knowledge, Skills:**

- Ability to analyze complex problems and develop comprehensive plans from general instructions.

- Ability to anticipate problems.
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to communicate effectively orally and in writing with associates, consultants, other governmental agency representatives, City officials, and the general public.
- Ability to establish and maintain effective working relationships with associates, general public, customers, contractors, vendors, public officials and City Council, local, state and federal authorities, civic leaders and the community.
- Ability to formulate comprehensive operational policies and procedures.
- Ability to meet the public and discuss problems and complaints, respond effectively to sensitive situations or inquiries.
- Ability to perform a considerable volume of detailed recordkeeping tasks.
- Ability to prepare technical reports.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to reliably and predictably carry out duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to review and analyze plans and prepare specifications for the construction of public facilities.
- Ability to write clear and concise reports, memoranda, directives, and letters.
- Knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Knowledge of department programs, policies, procedures and regulations.
- Knowledge of municipal public works administration.
- Knowledge of the City's municipal code and governmental regulations, statutes, laws, and agency rules that affect the functions of municipal government.
- Knowledge of the functions and organization of municipal government.
- Knowledge of the principles and practices of public administration, municipal government, personnel and budget administration.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.
- Skill in the use of proper English, spelling, grammar, and punctuation.

**Supervision:** Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee may be exposed to conditions such as moving mechanical parts; fumes, dust, toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to vibration and noise. The employee may work in heavy vehicle traffic conditions and will often work with constant interruptions. The noise level ranges from quiet to loud. This position may be called out 24 hours a day, including weekends and holidays.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger repetitively, grasp, handle, or feel; reach with hands and arms and talk or hear. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, turn, kneel, crouch, or crawl. Lifting, carrying, moving, pushing or pulling up to 25 pounds may occur. Employee must be able to smell. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Visual acuity is for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker may be required to wear specialized personal protective equipment.

**SIGNATURE and APPROVAL**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.*